

# Miami-Dade WebEOC<sup>®</sup> USER MANUAL



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## 1. Introduction

WebEOC® has been adopted as the County’s incident management software tool. WebEOC® has the ability to allow the user to generate, post, transmit, and share information in real-time with other WebEOC® users. It is imperative that all Emergency Operations Center (EOC) representatives utilize this tool during an event to ensure that all elements of the impact of the disaster; preparedness, response and recovery actions, resource requests, and demobilization, are documented and tracked. This tool is designed to help the Miami-Dade EOC capture vital information that will be compiled to create Incident Action Plans, complete Incident Command System (ICS) forms, develop display boards, and create After Action Reports. This should be considered as a recorded legal document of the actions taken.

### Purpose

This guide is designed to help the user of WebEOC® understand the purpose and be able to complete all necessary steps to generate, post, transmit, and share information. This will be accomplished by:

- Keeping a *Activity Log*;
- Posting information to the *Significant Events* Board;
- Documenting agency actions in the *Situation Report* Board;
- Updating essential data to the functional boards;
- Creating, tracking and receiving Resource Request/ *Mission Tasks*; and
- Providing feedback on the event in the *After Actions* Board.

## Manual Structure

The Miami-Dade WebEOC® manuals are located at each EOC position and have been designed with separate sections to address a variety of needs. The book at each position will contain only the sections that are required by the position.

- 1. WebEOC® User Manual**

Designed to assist all WebEOC® users navigate the system.

- 2. WebEOC® Function Specific Boards**

The Function Specific Boards Section was designed to illustrate entering and updating information in boards which are specific to an agency, branch, or section. **Included in this section are instructions for boards which your agency, branch, or section has read/write access.**

User Manuals will contain the WebEOC® User Manual and WebEOC® Function Specific Boards.

## Board Appearance

WebEOC® is a dynamic system that is under constant development and revision. The screens that appear in this manual may not be exactly as they appear in the system due to updates and modifications. Not every user will have access to all boards. The Boards screen (the main menu for the boards each user can access) for each user may be slightly different. Read and Read/Write access to the boards has been determined based upon the agency and the position within the EOC that the agency fulfills.

## 2. Getting Started

Once the computer is on,

**If the user is working from the Miami Dade EOC,**



Double click on the WebEOC® logo on the screen

**OR**



Open up Internet Explorer\* and type

<http://dem-webeoc1/eoc7> (for internal or VPN users). **\*May not be compatible with other web browsers.**



**If the user is accessing WebEOC outside of the EOC go to**

<http://webeoc.miamidade.gov/eoc7> (for external users).

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### 3. Login

The Login Username and Password are specific to the EOC ICS position the user is assigned. See the User Login sheet located behind the first tab of the WebEOC® User Manual.

#### To log into WebEOC®:

Click on the User box and type user name. Click on the Password box and type password.

Hit enter or click .



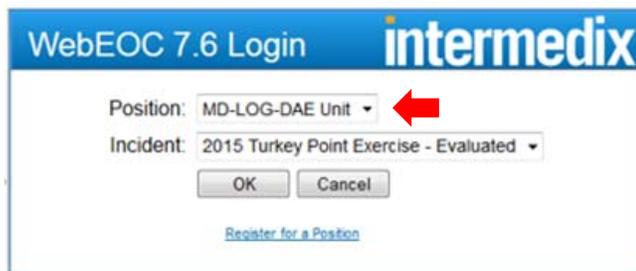
If WebEOC® has been left open by the previous person working this position, make sure they log off so that they incoming representative can log in.

#### Selecting Position

Click the down arrow ▼ to scroll down and highlight position name.

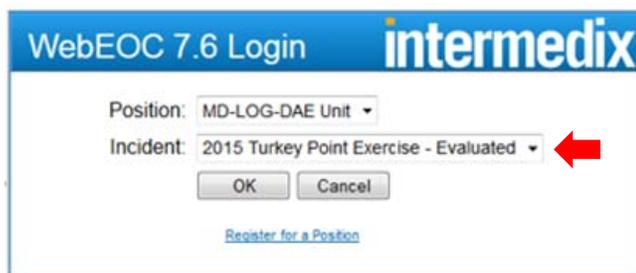
Click on the agency name or hit enter.

The position selected will show in the Position box.



#### Selecting Incident Name

Click the down arrow ▼ and select the correct incident name. **It is imperative that the correct incident is selected.**

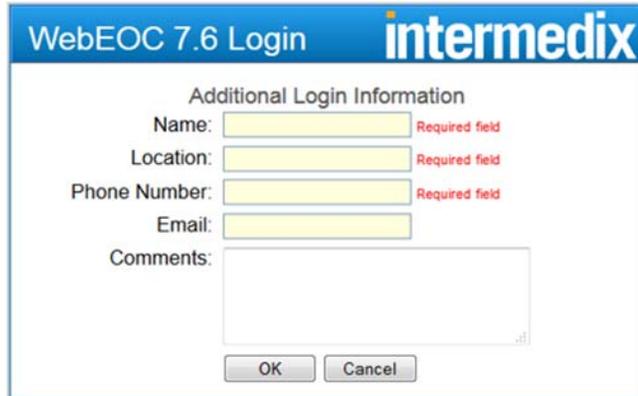


## Additional Login Information

**Name:** Enter first and last name.

**Location:** Enter **MD EOC** (or applicable work site).

**Phone Number:** Enter the phone number of the EOC position (or other location, if working remotely), where the representative for that position can be reached during the entire activation.

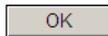


**Email:** Enter an e-mail address that can be monitored during the activation. (This is not to be used for incident tracking information or Mission/Tasks.)

**Comments:** Enter shift working. Enter either *alpha* or *bravo*.

This information is to be used during the activation and will identify the person and contact information for each agency. The phone number should be an EOC phone number.

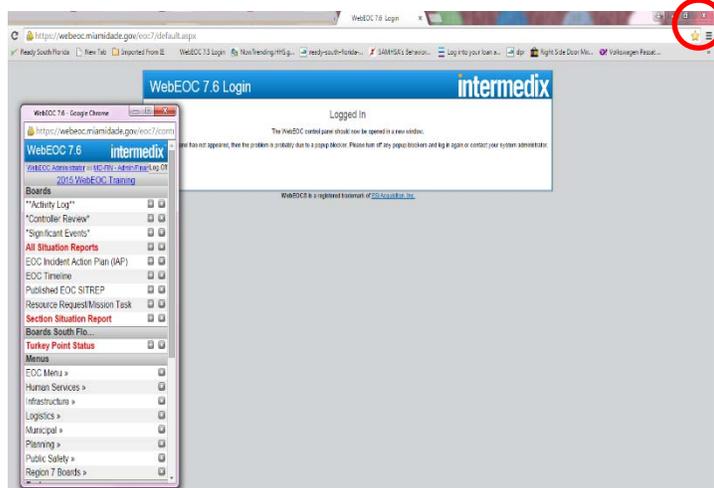
Click the OK button.



The WebEOC® *Boards control panel* will now appear.

The *Login* screen is no longer needed.

Close the screen by clicking  in the upper right-hand corner.



## 4. WebEOC® Control Panel

The WebEOC Control Panel will be utilized to navigate to all of the boards the user can access. It is recommended that this screen be left open at all times.

If the Control Panel is in full screen size, it can be made smaller but still visible.

Click the “restore down” button or move the mouse to the right border of the *Control Panel*. When a double arrow  $\leftrightarrow$  appears, click and hold the left mouse button and drag the side to the desired size. (If unable to grab the side of the screen, move the mouse over the blue section at the top of the screen, where it says WebEOC 7.6, and click and hold the left mouse button and drag the screen to the left.)

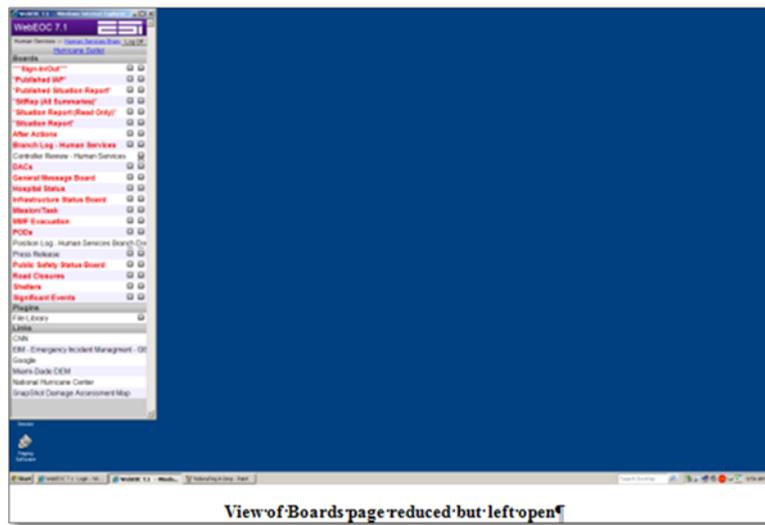


If the *WebEOC Control Panel* has been minimized, it will appear at the bottom of the screen under the tab .

Click the left mouse button to restore it to larger size.

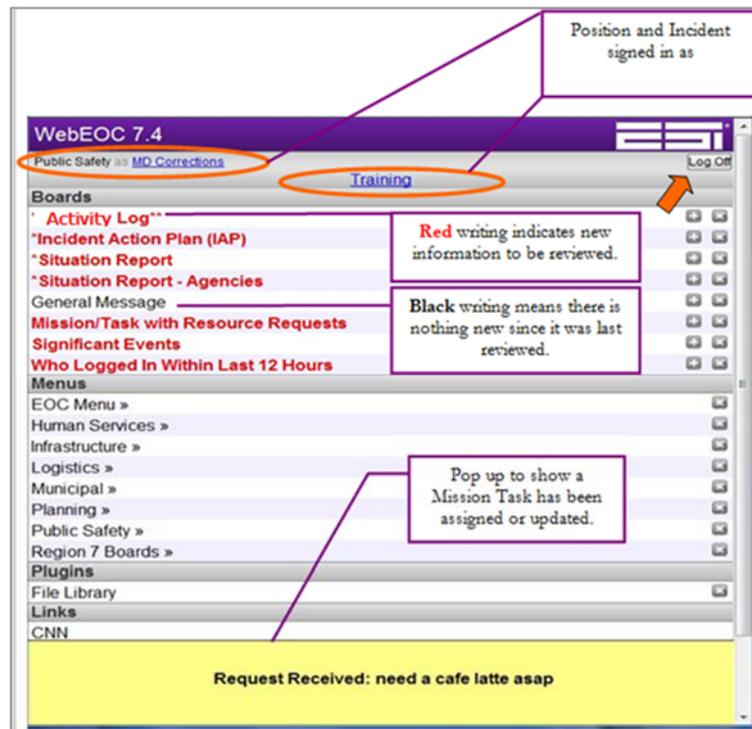
The grey section of the *Control Panel* will display the information for the Section/Branch, Position, and Incident the user selected when signing in.

Boards section – This section will display all of the boards that the user can access. (Note: Not



every user has the same view; it has been tailored to each position.)

- The board names will be in **black** if there is no new information from the last time it was viewed.
- The board names will be in **red** if there is new information to be reviewed.
- A pop-up bar will indicate when a new *Mission Task/ Resource Request* has been assigned to or has been updated for this user/position. (This pertains only to Mission/Tasks or Resource Requests that were requested by or assigned to this user/position.)



## 5. Activity Log/Significant Events

Used by every user in the EOC to record any important information pertaining to their position, including issues that may be considered a *Significant Event*. The *Activity Log* will be used to keep a running log of entries of all personnel who sign in under that position during the activation.

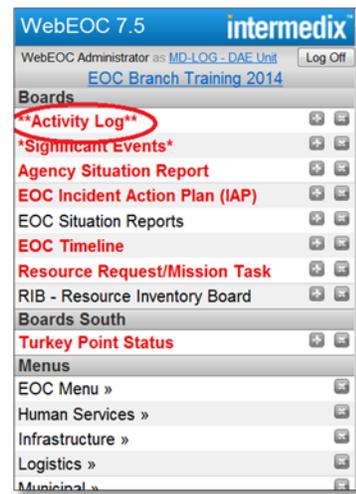
\*Note: Items posted as Significant Events are visible to all WebEOC® users. Classified, confidential, or sensitive material should NOT be posted.

### Opening the Activity Log

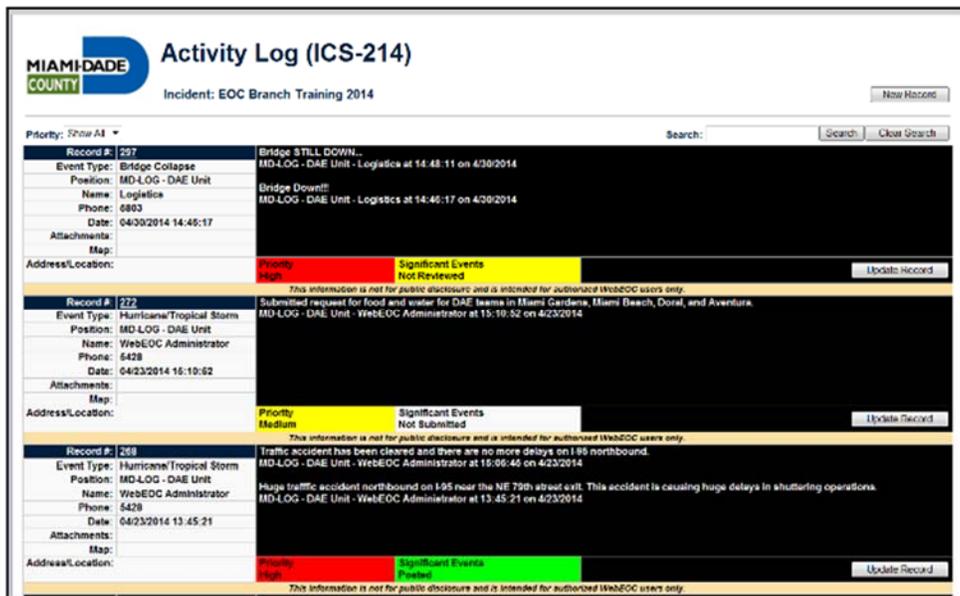
From the WebEOC Control Panel, click on *Activity Log*.

The Activity Log board will now open.

The *Activity Log* will initially be empty until records are generated.



Below is an example of what an *Activity Log* board will look like with multiple entries.



## Creating a New Record and/or Significant Event

To generate a new record in the *Activity Log* board click  and a new entry window will appear.

The screenshot shows the top section of the 'Activity Log (ICS-214)' interface. It includes the Miami-Dade County logo, the title 'Activity Log (ICS-214)', and the incident name 'Incident: EOC Branch Training 2014'. A 'New Record' button is highlighted with a red circle. Below the title, there is a 'Priority' dropdown menu set to 'Show All' and a search bar with 'Search' and 'Clear Search' buttons.

The **Date/Time** field will automatically populate with the date and time of entry. This is automatically applied once a new record is generated and upon every record update.

In the **Event Type** field select the appropriate activity you are reporting from the drop down list.

The screenshot shows the 'Details' form for a new record. It includes fields for 'Date/Time' (5/2/2014 13:46:00), 'Event Type' (a dropdown menu), and 'Priority' (a dropdown menu). There are two 'Attachment' fields, each with a 'Browse...' button. A 'Details' text area is provided for describing the activity. At the bottom, there is a 'Record History' section and a checkbox labeled 'Post to Significant Events Review'.

Select the appropriate priority level for your activity from the drop down list in the **Priority** field.

Attach supporting documents by clicking the  in either the **Attachment 1** and **Attachment 2** fields.

Describe the progress of your activity in the **Details** box.

If the information needs to be posted to the *Significant Events* board, make sure to mark the  **Post to Significant Events Review** checkbox.

Once the new record is complete, click  to post the entry. The entry will subsequently be posted to your *Activity Log*.

The position name, user name, contact information, and date and time this entry was posted is recorded on the left-hand side of the record listed in the Activity Log board.



Note: This information will not post automatically to the *Significant Events* Board; it must be reviewed and approved by the Branch Director or Section Chief. Notify the Branch Director or Section Chief to let them know a Significant Event has been posted for review, so they can review it in a timely manner.

## Updating the Activity Log

To update an existing entry click

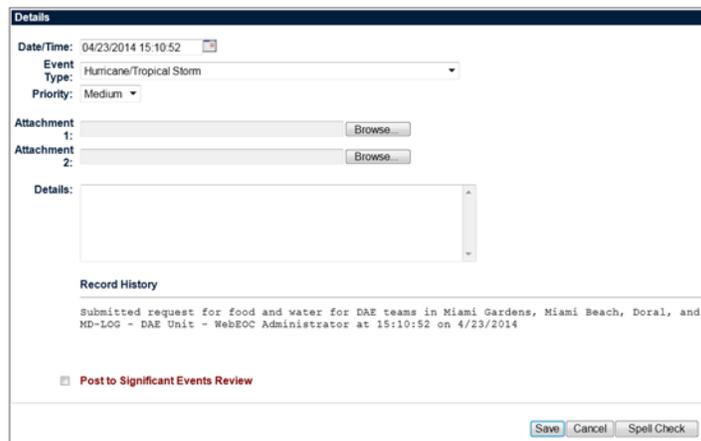


The *Update Record* window will open.

Enter new information as appropriate.

Change the **Priority level**, if needed.

Once the update is complete, click **Save**. The update will automatically be posted in the *Activity Log*.



## Updating a Significant Event

The person who originally posted a Significant Event may update the original posting.

From the WebEOC Control Panel, click on *Activity Log*.

Find the record with the significant event you wish to update and click .

Enter new information as appropriate.

Change the **Priority level**, if applicable.

Once the update is complete, click .

The update will be posted to the *Significant Events* Board after approval from the Branch Director/Section Chief.



Exit this screen by clicking  in the upper right-hand corner.

Note: The Branch Director/Section Chief will need to review updates to the significant event prior to update posting to the *Significant Events* board.

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## 6. Viewing Significant Events

All users can view Significant Events that have been reviewed and posted. It is important to monitor this board. Updates or changes to Significant Events, currently listed, should be posted to ensure everyone has up-to-date and accurate information.

For example: If a tornado warning is posted a discontinuation of the tornado warning should be posted when appropriate. See **Section 5 - Updating a Significant Event**.

### Viewing Significant Events Board

From the WebEOC Control Panel, click on *Significant Events*.

This will open the Significant Events board.

The position name, user name, contact information, and date/time the entry was posted is recorded on the left-hand side of the record listed in the Significant Events Board.

Exit this screen by clicking  in the upper right-hand corner.



You can post information to this board through the *Activity Log* and marking the checkbox next to  **Post to Significant Events Review**

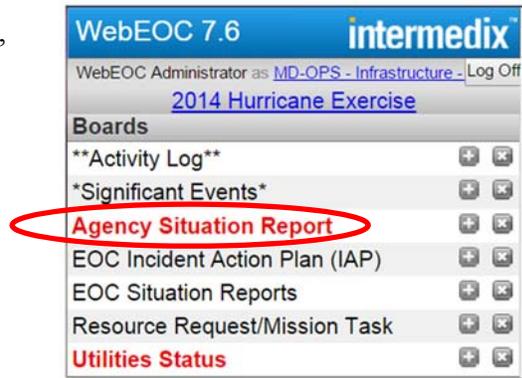
See **Section 5 - Creating a New Record/Significant Event**.

NOTE: This information will not post automatically to the *Significant Events* Board; it must be reviewed and approved by the Branch Director or Section Chief. Notify the Branch Director or Section Chief to let them know a Significant Event has been posted for review, so they can review it in a timely manner. It is up to their discretion to determine whether or not to post the information.

## 7. Viewing Incident Action Plan (IAP)

IAPs are developed by the Planning Section and are meant to reflect the activities and objectives for the **next** operational period.

To view finalized IAP from the Boards Screen, click on *EOC Incident Action Plan (IAP)*.



Click on the PDF icon below the table heading IAP to view the report.



# Incident Action Plan

Incident: EOC Branch Training 2014

Search:  Search Clear Search

| Title        | Date/Time           | Comments | IAP   |
|--------------|---------------------|----------|---|
| Isaac IAP #1 | 04/25/2014 11:50:41 |          |  |



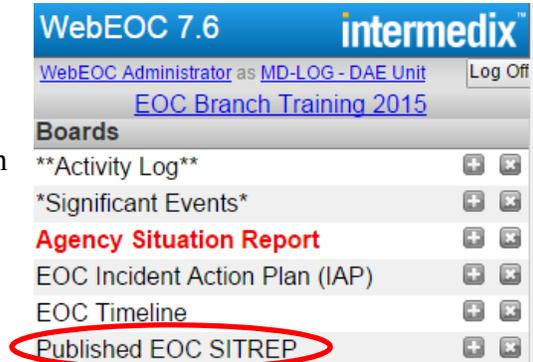
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## 8. Situation Reports

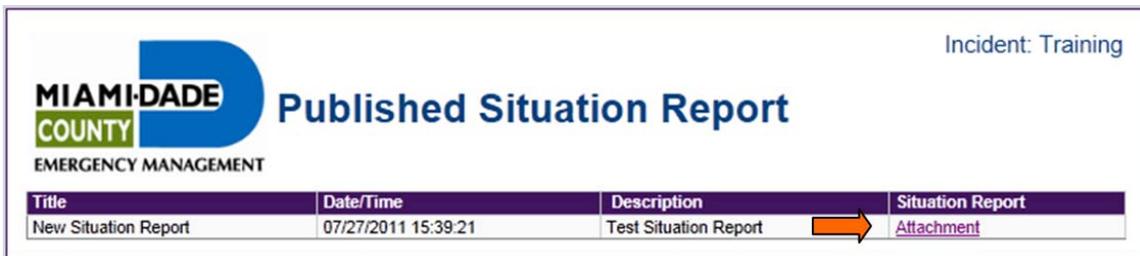
### Viewing EOC Situation Report

The Situation Report is the finalized product that is developed by the Planning Section, which provides the overall EOC situation report.

To view finalized and published Situation Reports from the Boards Screen, click on *Published EOC SITREP*.



A new screen that displays all published SITREPs for this incident will open.



Click situation report link under situation report to view published report.

To print a copy, click on Printer Icon and then Ok or go to File on menu bar, click Print and then Ok.

To exit out of the page click .



## Creating an Agency Situation Report

During every operational period, EOC representatives will be required to submit a Situation Report to provide an overview of their status and the actions performed to achieve the current Incident Action Plan objectives.

SITREPs are developed by all representatives and filtered and compiled through Branch Directors, Section Chiefs, and the Planning Section. SITREPs are meant to reflect the activities for the **current** operational period.

## Situation Report Development

From the WebEOC Control Panel, click on *Agency Situation Report*.

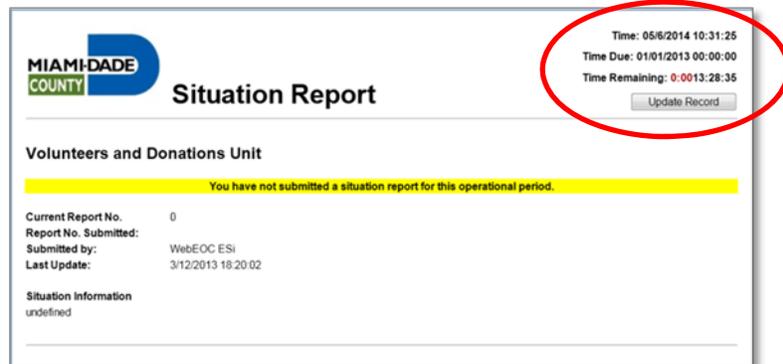
The Situation Report board will open.



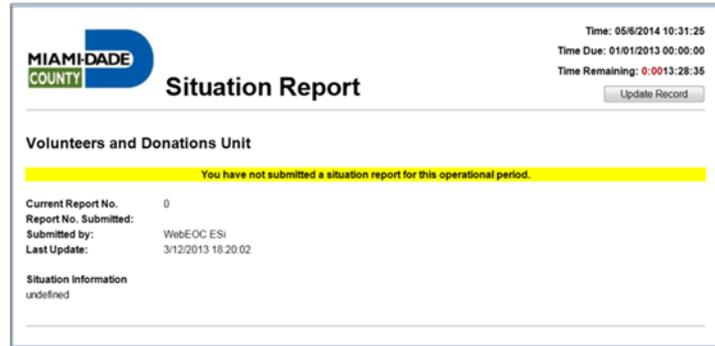
## Submitting SITREP for Position

Upon clicking the Agency Situation Report link the following window should appear

The upper right hand corner provides information pertaining to the current date/time, the SITREP due date/time, and the remaining time before the SITREP needs to be submitted.



Below you will find general information pertaining to the number of SITREPs submitted by your position, the last update, and the previously submitted information, if applicable.

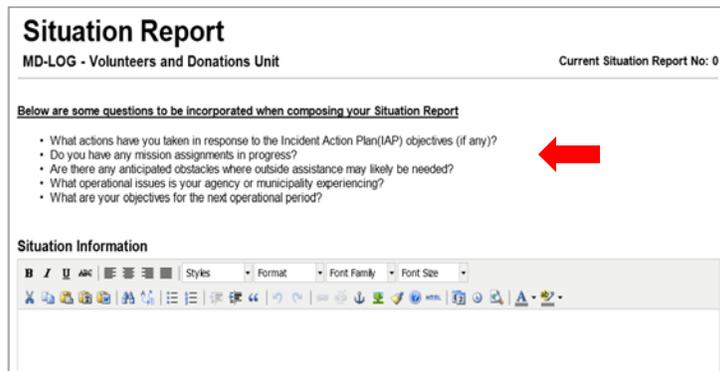


To get started with your SITREP click the

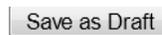


and a new record screen will open.

Answer questions listed and enter information in the situation information box. List all responses in bulletized form. Additionally, make sure responses are short and straight to the point.



When the entry is incomplete/complete you can choose to click



or .

Once the SITREP has been submitted as final, the screen will be populated with the following information and message in green stating that the report has been submitted for the current operational period. It will then be visible to the Branch Director.



## If a SITREP Already Exists

If a previous SITREP was submitted by someone logged into your position, this screen will be populated with the information from the last SITREP. This information can be edited or removed, as applicable. Simply click  .

The screenshot shows the 'Situation Report' page for Miami-Dade County. At the top right, it displays the current time as 05/6/2014 15:21:27, a time due of 01/01/2013 00:00:00, and a time remaining of 0:00. The page title is 'Situation Report' with an 'Update Record' button next to it. Under the 'DAE Unit' section, a yellow banner states 'You have not submitted a situation report for this operational period.' Below this, a summary table shows: Current Report No. 0, Report No. Submitted 0, Submitted by: WebEOC Administrator, and Last Update: 5/6/2014 15:21:15. The 'Situation Information' section contains a bulleted list: Found four forklifts, sent two to Lightspeed Bldg.; Sent two trailers full of water to Landmark; Sending food to 15 ALE's; and Generators enroute to HARB.

Edit as appropriate.

When editing is complete, click  .

The SITREP has now posted and will be visible to the Branch Director.

## Copying Information from the Activity Log

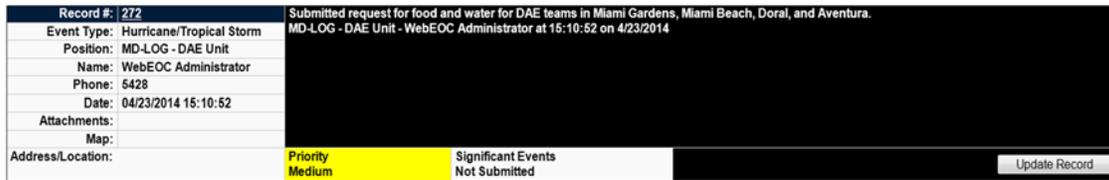
You can copy entries from the *Activity Log* to help fill in the Situation Report.

Go to the WebEOC Control Panel and click on *Activity Log*.



This will open the *Activity Log* screen.

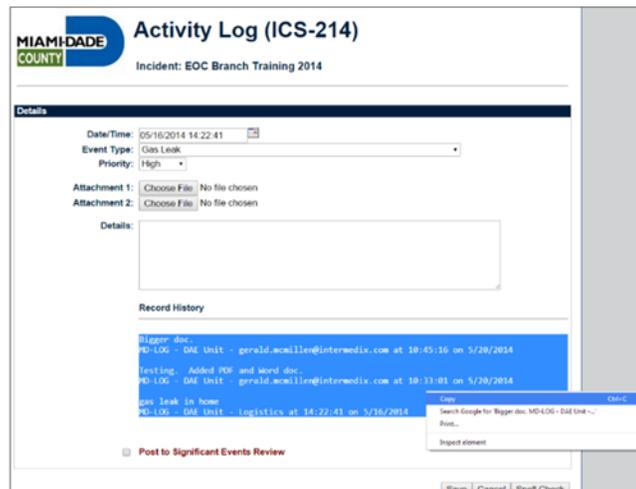
Find the Activity log entry to copy from and click Update Record.



Highlight the information to be copied (hold down left mouse button and drag over applicable text).

While on the highlighted area, click the right mouse button, to display edit options. Select

Copy.



Return to the *Agency Situation Report*.

Place the cursor in the Current Situation Information box, click on the right mouse button and select **Paste**.



When editing is complete, click **Submit as Final**.

The SITREP has now posted and will be visible to Branch Director.

## 9. Resource Request/Mission Task Assignments

This board is used to request, receive, track, and close out mission/tasks, assignments, and resource requests.

### Resource Request/Mission Task Assignments

To open, click on *Resource Request/Mission Task* on the control panel.

The Resource Request/Mission Task board will open.



Different view options are provided on the right hand corner of the Resource Request/Task Assignments board.



To view all mission/task assigned to your agency, click [My Assignments](#).

To view resource requests made by your agency, click [My Requests](#).

To view all requests, click [View All](#).

Filtering options are available on the upper left hand side of the table.

## Creating a New Mission Task

To create a new Resource Request/Mission Task click

The new entry screen will open.

Be sure to complete all of the requested information.

| Resource Requests/Mission Task                                      |                     |                              |                              |
|---|---------------------|------------------------------|------------------------------|
| Incident: EOC Branch Training 2014                                  |                     |                              |                              |
| Print Form  |                     | Update Record Return to List |                              |
| Incident Name   | Date/Time           | Tracking #                   |                              |
| EOC Branch Training 2014  | 04/30/2014 15:40:54 | RR- 8755907                  |                              |
| <b>Requestor</b>  |                     |                              |                              |
| Requesting Position<br>MID-LOG - DAE Unit                           |                     |                              |                              |
| Primary Contact   | Primary Contact #   | Secondary Contact #          | Primary Email                |
| Roscoe P. Coltrane  | 305-777-9311        |                              | roscoe.coltrane@miamidadegov |
| Alternate Contact   | Alternate Contact # | Secondary Contact #          | Alternate Email              |
|   |                     |                              |                              |
| <b>Request/Task Details</b>   |                     |                              |                              |
| Mission Name<br>Transportation                                      |                     |                              |                              |
| Detailed description<br>Need fifty trucks to transport DAEs to PODs |                     |                              |                              |
| <b>Resource Details</b>   |                     |                              |                              |
| Resource Requested  | Unit of Measure     | Quantity                     |                              |

Fields that have a \* are required fields.

### Incident Name and Initial Date/Time

This information will be automatically populated on the new screen upon clicking the new record button.

### Contact Information

Individuals submitting requests should enter information pertaining to the primary and alternate point of contacts.

### Request/Task Details

This should be a very detailed description of what is needed.

**Request/Task Details**

Mission Name (Limit 50 characters) \*Required

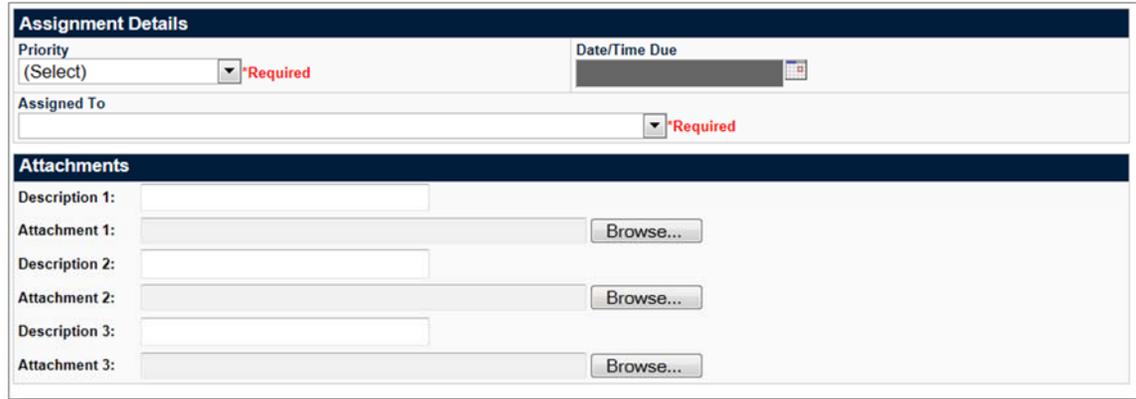
Detailed description: \*Required

**ATTENTION: In order to expedite the request it is critical to provide a detailed description of the need you are requesting to be filled. Failure to do so will result in unnecessary delays in filling the request.**

If it is a task – state what the task is that needs to be done in as much detail as possible. For example: (Approximately 40 cubic yards of debris from overturned hauler needs to be removed from the intersection of SW 87 Avenue and Miller Drive. Debris includes tree stumps and long sections of downed trees approximately 10 feet in length. No known hazardous materials in the debris pile.)

## Assignment Details

Select the priority and from the drop-down list, under Assigned To, select the agency that



has confirmed their ability to fulfill the request.

## Attachment

Attach any maps, schematics, pictures, locations lists, contact lists, or other information that may aid the assignee in fulfilling this Mission/Task.

If you are NOT COMPLETING A RESOURCE REQUEST than continue following the Creating a New Mission/Task Instructions

If you are COMPLETING A RESOURCE REQUEST click on the Resource Request box  and then follow Resource Request instructions in the corresponding section.

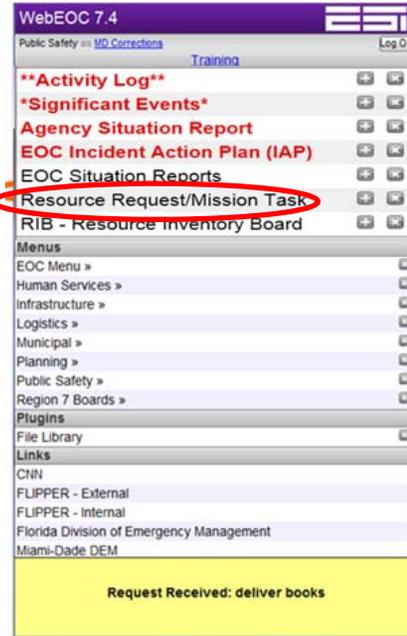
Once all of the sections have been completed Click  at the bottom of the screen.

The Resource Requests/Mission Task board will open and the New Request will be displayed.

| Tracking #  | Mission Name  | Originator                           | Assigned To                                     | Priority           | Time Due            | Status   | Details |
|-------------|---|--------------------------------------|---|--------------------|---------------------|----------|---------|
| TR- 8969253 | Water   | MD-LOG - Resource Support Unit (GSA) | MD-LOG - DAE Unit                               | Immediate (4 hrs.) | 05/06/2014 18:58:00 | On Hold  | Select  |
| RR- 7658785 | Food  | MD-LOG - DAE Unit                    | MD-LOG - Procurement Unit                       | Immediate (4 hrs.) | 05/06/2014 19:00:00 | Assigned | Select  |
| RR- 8755907 | Transportation  | MD-LOG - DAE Unit                    | MD-OPS - Infrastructure - MD Transit-Evacuation | Priority (12 hrs.) | 05/01/2014 03:44:00 | Enroute  | Select  |
| RR- 8535688 | Request for food and water for deployed DAE personnel | MD-LOG - DAE Unit                    | MD-OPS - Human Services - Salvation Army        | Priority (12 hrs.) | 04/24/2014 01:57:00 | Complete | Select  |

### Receiving a Mission/Task

A pop-up notification to indicate that a new Mission/Task has been assigned or that an update has been made will appear on the WebEOC Control Panel if the user is currently signed in.



From the Control Panel,  
Click on *Resource Request/Mission Task* to open the new posting.

To view the details of a Mission/Task:

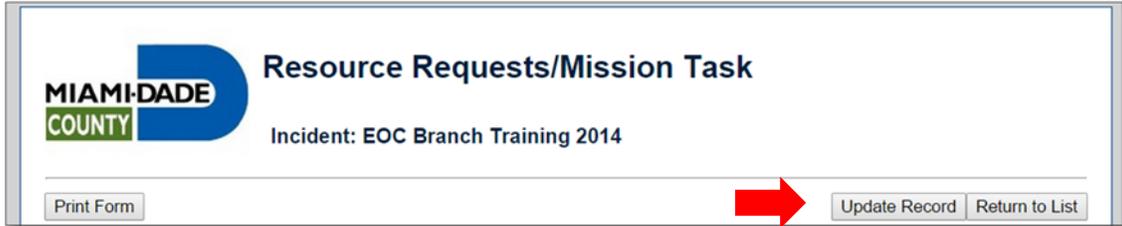
Click on *Resource Request/Mission Task* on the control panel.

Within the corresponding record, click the *Select* button for detailed information.

## Updating a Mission/Task

The only two positions who may update a Mission/Task are the originator and the recipient.

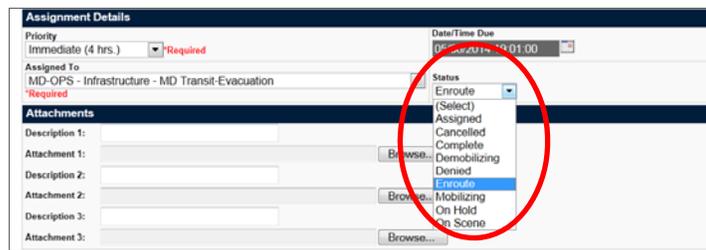
To update the record, click the *Update Record* button.



Change the status as applicable in the Assignment Details Section.

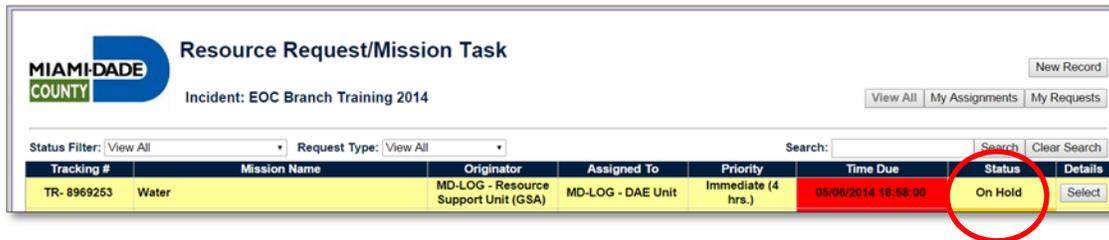
Complete other sections as appropriate.

If the mission/task is complete, close the request by changing the status to “Complete”.



Once the update is complete click **Save** at the bottom of the screen.

Status updates will automatically be posted to the Resource Request/Mission Task board upon update.



## 10. Creating a Resource Request

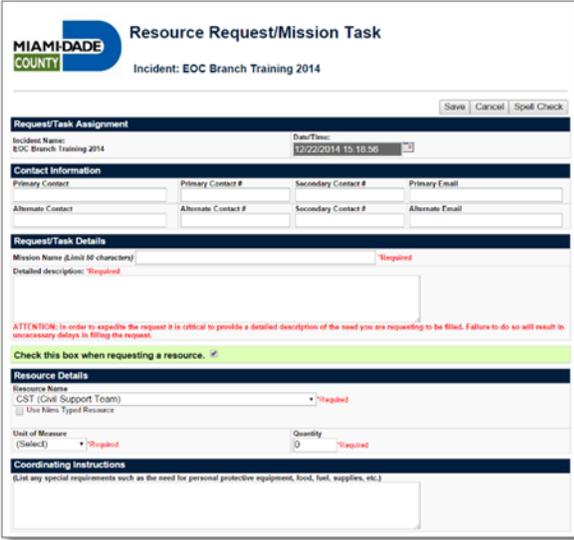
To create a new Resource Request

Task click 

A new screen will open.

Be sure to complete all of the requested information.

Fields that have a \* are required fields.



### Incident Name and Initial Date/Time

This information will be automatically populated on the new screen upon clicking the new record button.

### Contact Information

Individuals submitting requests should enter information pertaining to the primary and alternate point of contacts.

### Request Task Details

Requests for a specific resource need to be specific. For example: (An 800 KW generator is needed to power an auxiliary medical center. Need mechanic to hook it up and will require fuel deliveries once operational.)

**Check this box when requesting a resource.**

Six additional data field categories will appear.

### Resource Name

Select resource name and justification for requesting resource.

### Unit of Measure and Quantity

Select appropriate unit of measure and amount

### Coordinating Instructions

Include details if any apply

### Delivery Location

Enter the delivery address

### Assignment Details

Select the priority and from the drop-down list, under Assigned To, select the agency that has confirmed their ability to fulfill the request.

| Resource Details   |  |
|--|--|
| Resource Name  | CST (Civil Support Team) <span style="color: red;">*Required</span>        |
| <input type="checkbox"/> Use Nims Typed Resource   |  |
| Unit of Measure (Select)   | Quantity 0 <span style="color: red;">*Required</span>                      |
| Coordinating Instructions  |  |
| (List any special requirements such as the need for personal protective equipment, food, fuel, supplies, etc.) |  |
| <div style="border: 1px solid gray; height: 30px;"></div>  |  |
| Delivery Location  |  |
| Address 1:   | <input type="text"/>   |
| Address 2:   | <input type="text"/>   |
| City:  | <input type="text"/> State: <input type="text"/> Zip: <input type="text"/> |

| Assignment Details  |                                    |
|---|------------------------------------|
| Priority (Select) <span style="color: red;">*Required</span>                | Date/Time Due <input type="text"/> |
| Assigned To <input type="text"/> <span style="color: red;">*Required</span> |                                    |

If resource request cannot be obtained from another agency, request from Logistics after speaking to them about the request.

Once all of the sections have been updated click  at the bottom of the screen.

The Resource Request/Mission Task board will open and the New Request will be displayed.

## Updating Resource Request

Change Status drop-down bar to In Process or applicable status.

Once all of the sections have been updated  at the bottom of the screen.

The screenshot shows the 'Assignment Details' form. The 'Status' dropdown menu is open, showing options: Enroute, (Select), Assigned, Cancelled, Complete, Demobilizing, Denied, Enroute, Mobilizing, On Hold, and On Scene. The 'Enroute' option is highlighted. The 'Assigned To' field is 'MD-OPS - Infrastructure - MD Transit-Evacuation' and the 'Date/Time Due' is '05/06/2014 19:01:00'.

Only the person receiving the resource request should change the status to Complete after verifying the resource has been received.

## Closing out Resource Request

Change Status drop-down bar to Complete.

Update information once resource request has been received.

The screenshot shows the 'Assignment Details' form. The 'Status' dropdown menu is set to 'Complete'. The 'Assigned To' field is 'MD-OPS - Infrastructure - S FI Water Mgmt District (SFWM)' and the 'Date/Time Due' is '05/07/2014 03:00:00'.

Time completed will auto enter once the status is changed to complete.

Once all of the sections have been updated click  at the bottom of the screen

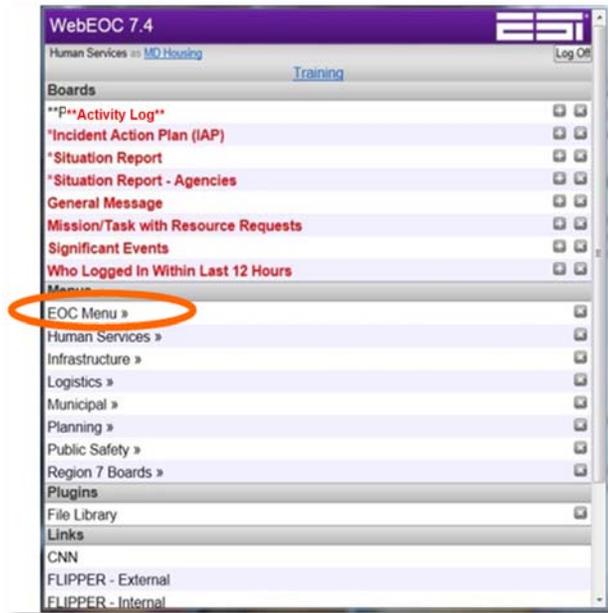
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## 11. After Action

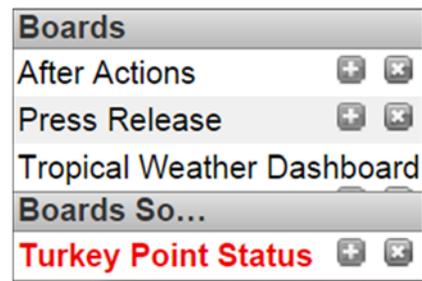
At the end of the activation, every EOC representative will be requested to complete an After Action Report. This information is used to help the Office of Emergency Management identify lessons learned and areas for improvement from the incident and activation.

From the Boards screen

Scroll down to Menus Section and click on *EOC Menu*.



A new screen will open. Click  .



Click on the **New Report** button  .



| Report No. | Date                | Agency | Completed By  | Incident | View   |
|------------|---------------------|--------|---------------|----------|--------|
| 148        | 06/07/2011 12:16:05 | DEM    | Craig         | Training | Select |
| 96         | 01/05/2011 13:10:11 |        | Raul Martinez | Training | Select |

When all applicable fields are complete, click  .

The After Action will be posted.

1.0 Alert & Notification

1.1 Were there any areas of concern related to the alert and notification of your agency?

2.0 Command & Control

2.1 What areas of Command & Control worked?

2.2 What areas of Command & Control warranted improvement?

3.0 Response Phase

3.1 What worked well?

3.2 What areas needed improvement?

4.0 Communications

4.1 What type, if any, of communications problems occurred?

4.2 Any issues with the 311 Answer Center?

5.0 Media/Public Information

5.1 Were there any concerns regarding the media and/or Public Information Officers?

6.0 Recovery

6.1 What issues, if any, were encountered during recovery operations?

7.0 Coordination

7.1 Were there any concerns regarding cooperation and coordination with County or municipal agencies?

7.2 Were there any concerns regarding cooperation and coordination with State or Federal agencies?

8.0 Comments/Areas Not Addressed

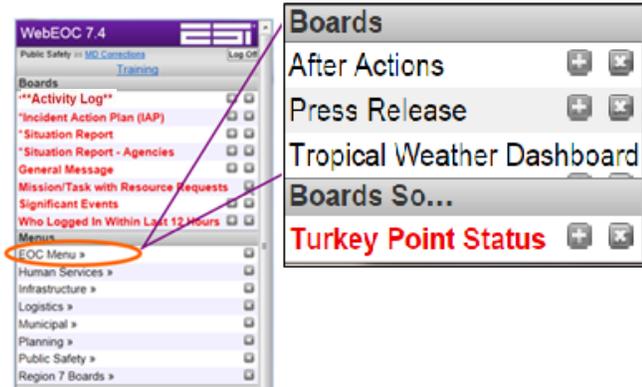
8.1 Additional Comments

## 11. Menus

The boards within the **Menu** section are “Read Only” and are organized by boards updated by specified Branch/Sections.

### EOC Sub-Menu

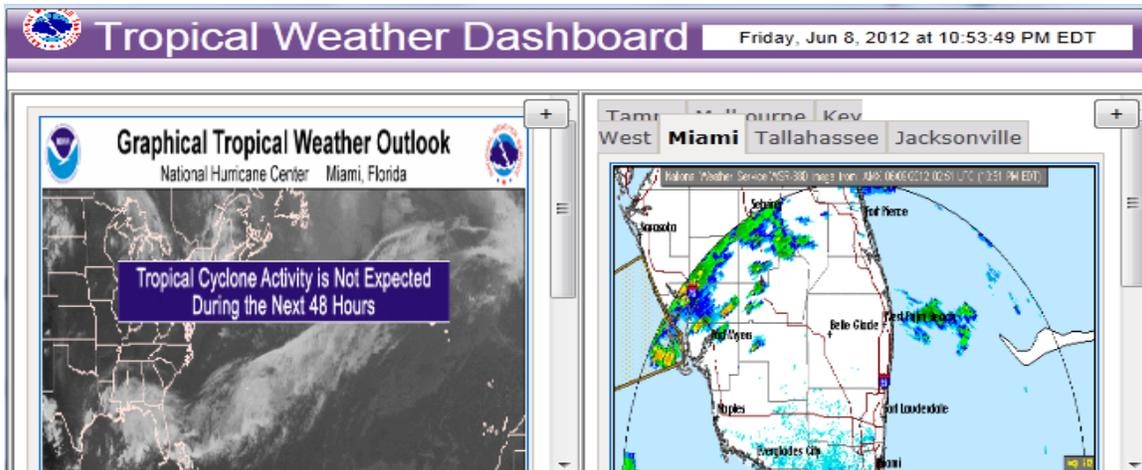
The **EOC Sub-Menu** allows you to view several boards that provide various information.



**Press Release board** - contains all press releases disseminated. Click **Attachment** to view a copy of the press release.



**Tropical Weather Dashboard board** - displays live weather radars of tropical storm events from the National Weather Service.



## Human Services Sub-Menu

The Human Services Sub-Menu allows you to view multiple boards providing various information from the Human Services Branch.



**Disaster Assistance Center board** – displays the status of disaster assistance centers.

Click **Select** button  for additional details.

Incident: Training

MIAMI-DADE COUNTY EMERGENCY MANAGEMENT Disaster Assistance Centers (DACs)

| Name                                    | Address                         | Status | Hours of Operation | Details                               |
|---|---------------------------------|--------|--------------------|---------------------------------------|
| Arcola Lakes Park                       | 1301 NW 83rd Street             | Closed | *..*               | <input type="button" value="Select"/> |
| Bethune Community Enrichment Center     | 2900 NW 43rd Terrace            | Closed | *..*               | <input type="button" value="Select"/> |
| Caleb Community Center                  | 5400 NW 22nd Avenue             | Closed | -                  | <input type="button" value="Select"/> |
| Colonel Lubkoff Headstart Center        | 95 NW 199th Street              | Closed | *..*               | <input type="button" value="Select"/> |
| Edison Little River Neighborhood Center | 150 NW 79th Street              | Closed | *..*               | <input type="button" value="Select"/> |
| Isaac A. Wilbers Community Center       | 21300 SW 122nd Avenue           | Closed | *..*               | <input type="button" value="Select"/> |
| Landmark Complex                        | 199th Street and NW 47th Avenue | Closed | -                  | <input type="button" value="Select"/> |
| NFL Yel Center                          | 7090 NW 22nd Avenue             | Closed | -                  | <input type="button" value="Select"/> |
| P.L.A.N.T. Classroom                    | 22200 SW 137th Avenue           | Closed | -                  | <input type="button" value="Select"/> |
| Palmetto Community Room                 | 9033 SW 152nd Street            | Closed | -                  | <input type="button" value="Select"/> |
| Penins Community Enrichment Center      | 17801 Homestead Avenue          | Closed | -                  | <input type="button" value="Select"/> |
| Ruben Dario Park                        | 9841 West Flagler Street        | Closed | *..*               | <input type="button" value="Select"/> |
| South Dade Government Center            | 10710 SW 211th Street           | Closed | *..*               | <input type="button" value="Select"/> |

**Hospital Status board** - displays the status of hospitals. Click **Details** button  for additional information.

Incident: Training

MIAMI-DADE COUNTY EMERGENCY MANAGEMENT Hospital Status

| Name                        | Operational Status | Generator Power | ER Status | Comments/Issues | Detail                                 |
|-----------------------------|--------------------|-----------------|-----------|-----------------|--|
| AVENTURA HOSPITAL           | Fully Operational  | No              | Open      |                 | <input type="button" value="Details"/> |
| BAPTIST HOSPITAL            | Fully Operational  | No              | Open      |                 | <input type="button" value="Details"/> |
| BASCOM PALMER EYE INSTITUTE | Fully Operational  | No              | Open      |                 | <input type="button" value="Details"/> |
| CORAL GABLES HOSPITAL       | Fully Operational  | No              | Open      |                 | <input type="button" value="Details"/> |
| Coral Gables Hospital       | Fully Operational  | No              | Open      |                 | <input type="button" value="Details"/> |
| DOCTOR'S HOSPITAL           | Fully Operational  | No              | Open      |                 | <input type="button" value="Details"/> |

**Evacuation Center/Shelter board-** identifies evacuation center/shelter sites, capacity, occupancy, etc. Click *Select* button  for additional details.



Incident: Training

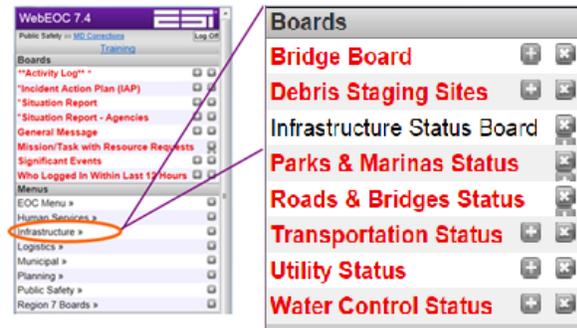
### Evacuation Center / Shelter Status

EMERGENCY MANAGEMENT Total Occupancy: 0

| Name                        | Status | General Population | Pet Friendly | Special Needs | Capacity | Occupancy | Availability | Details                               |
|-----------------------------|--------|--------------------|--------------|---------------|----------|-----------|--------------|---------------------------------------|
| American Senior             | CLOSED | +                  |              |               | 2558     | 0         | 2558         | <input type="button" value="Select"/> |
| Andover Middle              | CLOSED | +                  |              |               | 357      | 0         | 357          | <input type="button" value="Select"/> |
| Barbara Goldman Senior      | CLOSED | +                  |              |               | 1356     | 0         | 1356         | <input type="button" value="Select"/> |
| Ben Sheppard Elementary     | CLOSED | +                  |              |               | 1420     | 0         | 1420         | <input type="button" value="Select"/> |
| Bob Graham Education Center | CLOSED | +                  |              |               | 700      | 0         | 700          | <input type="button" value="Select"/> |
| Booker T. Washington Senior | CLOSED | +                  |              |               | 1028     | 0         | 1028         | <input type="button" value="Select"/> |

## Infrastructure Sub-Menu

The Infrastructure Sub-Menu allows you to view multiple boards providing different information about the Infrastructure Branch.



**All- Infrastructure Status board** - displays the status of utilities systems and county infrastructure. For a specific infrastructure category, click on the particular category, i.e., *Parks and Marinas*, *Roads and Bridges*, *Transportation Status*, *Utility Status*, and *Water Control* boards.

**Infrastructure Status**  
Incident: EOC Branch Training 2014

| UTILITIES  | Transportation  | Roads and Bridges  |
|--|---|--|
| Electricity Status <span style="color: green;">●</span>          | Airport Passenger Operations <span style="color: green;">●</span>       | Major Thoroughfares <span style="color: green;">●</span>             |
| Telephone Status <span style="color: green;">●</span>            | Airport Cargo Operations <span style="color: green;">●</span>           | Other Roads <span style="color: green;">●</span>                     |
| Water Status <span style="color: green;">●</span>                | Miami Seaport Sea Side Operations <span style="color: green;">●</span>  | Drawbridge <span style="color: green;">●</span>                      |
| Sewer Plant Status <span style="color: green;">●</span>          | Miami Seaport Land Side Operations <span style="color: green;">●</span> | Port Conditions <span style="color: green;">●</span>                 |
| Sewer Lift Station <span style="color: green;">●</span>          | Miami River Status <span style="color: green;">●</span>                 | <b>Parks and Marinas</b>   |
| TECO People's Gas <span style="color: green;">●</span>           | Tri-Rail <span style="color: green;">●</span>                           | County Parks <span style="color: green;">●</span>                    |
| Florida City Gas <span style="color: green;">●</span>            | Metrorail <span style="color: green;">●</span>                          | County Marinas <span style="color: green;">●</span>                  |
| Cable Television <span style="color: green;">●</span>            | Metrobuses <span style="color: green;">●</span>                         | County Golf Courses <span style="color: green;">●</span>             |
| Solid Waste Garbage Pick up <span style="color: green;">●</span> | Metromover <span style="color: green;">●</span>                         | <b>Water Control</b>   |
| Solid Waste Landfill <span style="color: green;">●</span>        | Amtrak <span style="color: green;">●</span>                             | SFWMD Conveyance Systems <span style="color: green;">●</span>        |
| Solid Water Transfer <span style="color: green;">●</span>        | FEC Railways <span style="color: green;">●</span>                       | Public Works Conveyance Systems <span style="color: green;">●</span> |
|  | CSX Railways <span style="color: green;">●</span>                       | Tertiary Conveyance Systems <span style="color: green;">●</span>     |

**Legend**  
● Normal    ● Problem/Modified    ● Failure    ○ N/A

**Debris Staging board** - displays the location of debris staging sites. Click *Details* button  for additional information.

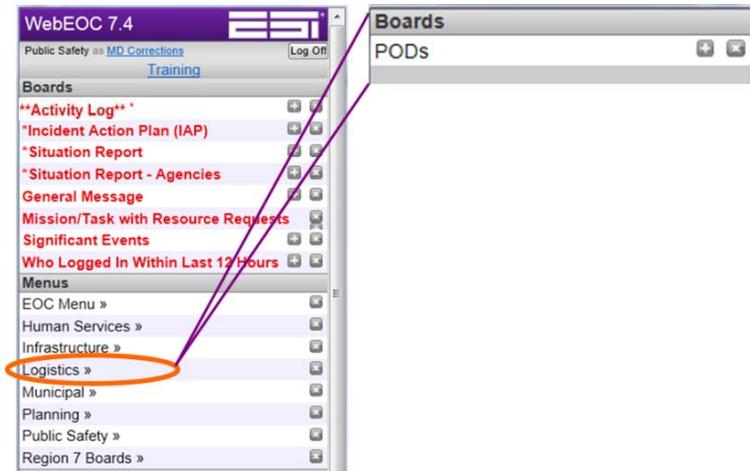
**Debris Staging Sites**  
Incident: Training

| Location                   | Address                   | Type         | Priority                                 | Details |
|----------------------------|---------------------------|--------------|--|---------|
| 58th ST LANDFILL AREA D    | 6991 NW 97 AVE 33178      | Staging Area | P <input type="button" value="Details"/> |         |
| AMELIA EARHART PARK        | 11900 NW 42 AVE 33014     | Staging Area | S <input type="button" value="Details"/> |         |
| AREA 291                   | SW 324 ST & 157 AVE 33033 | Staging Area | S <input type="button" value="Details"/> |         |
| CCOM SOUTH COURSE          | 6681 NW 179 st 33015      | Staging Area | S <input type="button" value="Details"/> |         |
| CUTLER RIDGE PARK AND RIDE | SW 211 St & HEFT 33189    | Staging Area | S <input type="button" value="Details"/> |         |

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## Logistics Sub-Menu

The Logistics Sub-Menu allows you to view information on Points of Distribution (PODs).



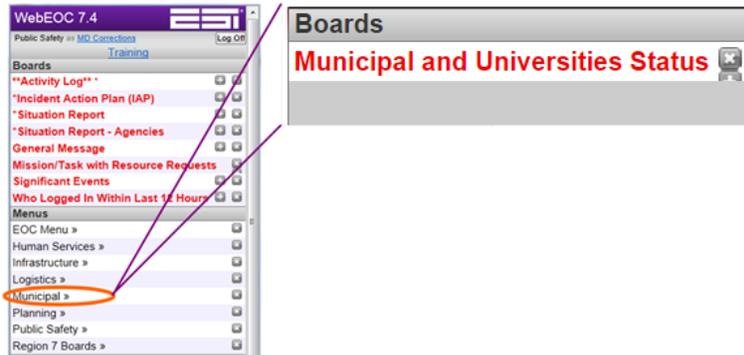
PODs board displays POD information such as location, status, and hours of operation.

|  <b>Points of Distribution (PODS)</b> |         | Incident: Training |                    |
|--|---------|--------------------|--------------------|
| Name   | Address | Status             | Hours of Operation |

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## Municipal Sub-Menu

The Municipal Sub-Menu contains the Municipal Status board which has information on the status of municipalities and universities.



Municipal Status board displays information on the status of municipal and university infrastructure as well as the activation status of the respective offices and EOCs.

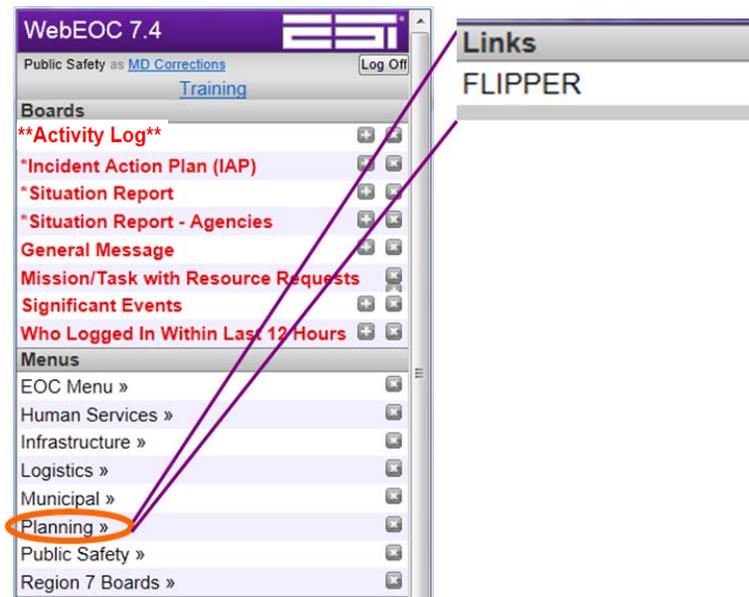
Click *Details* button  for additional information.

| MIAMI-DADE COUNTY  |                                   | Municipal and Universities Status |        |                    |        |          |        |        |        |               |         |                     |
|--|-----------------------------------|-----------------------------------|--------|--------------------|--------|----------|--------|--------|--------|---------------|---------|---------------------|
| Incident: EOC Branch Training 2014   |                                   |                                   |        |                    |        |          |        |        |        |               |         |                     |
| Filter: View All   |                                   |                                   |        |                    |        |          |        |        |        |               |         |                     |
| Search: <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Clear Search"/> |                                   |                                   |        |                    |        |          |        |        |        |               |         |                     |
| Municipality   | EOC Activation State of Emergency | Flooding                          | HAZMAT | Emergency Services | Debris | Electric | Gas    | Water  | Comms. | Roads Bridges | Details | Last Updated        |
| Barry University   | No                                | Normal                            | Normal | Normal             | Normal | Normal   | Normal | Normal | Normal | Normal        | Details | 11/13/2013 11:13:01 |
| City of Aventura   | No                                | Normal                            | Normal | Normal             | Normal | Normal   | Normal | Normal | Normal | Normal        | Details | 12/18/2014 14:39:59 |
| City of Coral Gables   | No                                | Normal                            | Normal | Normal             | Normal | Normal   | Normal | Normal | Normal | Normal        | Details | 12/18/2014 14:45:07 |
| City of Coral Gables (Offsite)   | No                                | Normal                            | Normal | Normal             | Normal | Normal   | Normal | Normal | Normal | Normal        | Details | 12/18/2014 14:45:19 |
| City of Doral  | No                                | Normal                            | Normal | Normal             | Normal | Normal   | Normal | Normal | Normal | Normal        | Details | 12/18/2014 14:46:22 |
| City of Florida City   | No                                | Normal                            | Normal | Normal             | Normal | Normal   | Normal | Normal | Normal | Normal        | Details | 12/18/2014 14:47:17 |
| City of Hialeah  | No                                | Normal                            | Normal | Normal             | Normal | Normal   | Normal | Normal | Normal | Normal        | Details | 12/18/2014 14:48:10 |
| City of Hialeah (Offsite)  | No                                | Normal                            | Normal | Normal             | Normal | Normal   | Normal | Normal | Normal | Normal        | Details | 12/18/2014 14:48:26 |
| City of Hialeah Gardens  | No                                | Normal                            | Normal | Normal             | Normal | Normal   | Normal | Normal | Normal | Normal        | Details | 12/18/2014 14:48:52 |
| City of Homestead (Offsite)  | No                                | Normal                            | Normal | Normal             | Normal | Normal   | Normal | Normal | Normal | Normal        | Details | 12/18/2014 14:49:18 |
| City of Miami  | No                                | Normal                            | Normal | Normal             | Normal | Normal   | Normal | Normal | Normal | Normal        | Details | 11/22/2013 15:04:41 |
| City of Miami (Offsite)  | No                                | Normal                            | Normal | Normal             | Normal | Normal   | Normal | Normal | Normal | Normal        | Details | 11/13/2013 11:14:28 |
| City of Miami Beach  | No                                | Normal                            | Normal | Normal             | Normal | Normal   | Normal | Normal | Normal | Normal        | Details | 12/18/2014 14:50:55 |
| City of Miami Beach (Offsite)  | No                                | Normal                            | Normal | Normal             | Normal | Normal   | Normal | Normal | Normal | Normal        | Details | 12/18/2014 14:51:12 |
| City of Miami Gardens  | No                                | Normal                            | Normal | Normal             | Normal | Normal   | Normal | Normal | Normal | Normal        | Details | 12/18/2014 14:51:53 |

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## Planning Sub-Menu

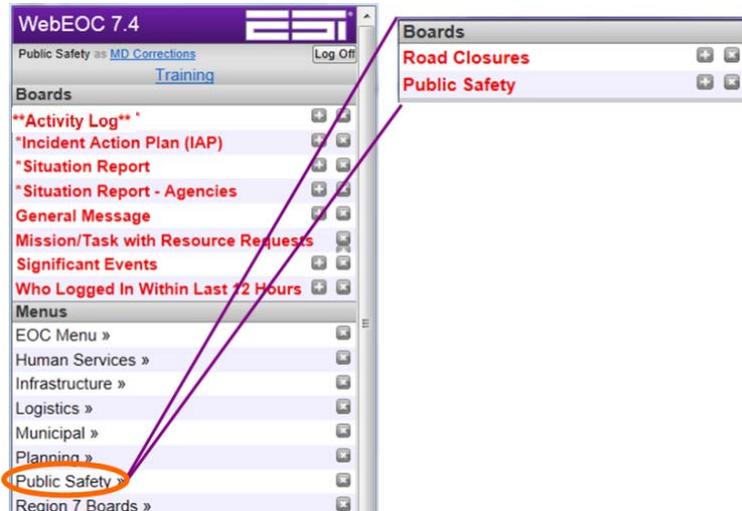
The **Planning Sub-Menu** allows you to view the FLIPPER board.



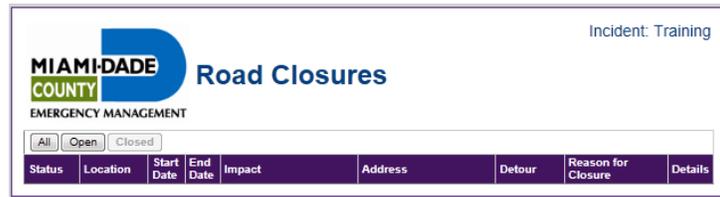
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## Public Safety Sub-Menu

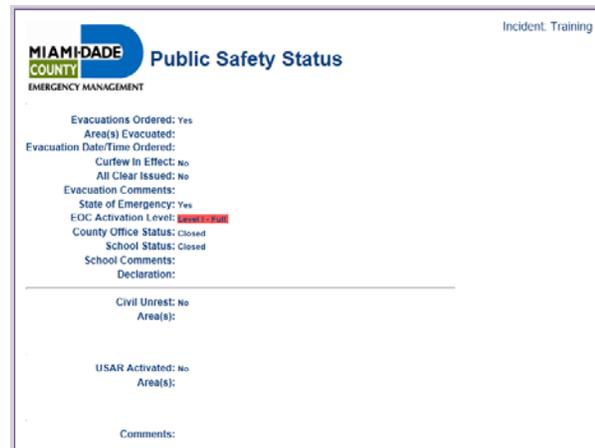
The Public Safety Sub-Menu allows you to view the **Road Closures** and **Public Safety boards**.



The Road Closures board indicates roads that may be partially or fully closed and includes information such as reason for closure, suggested alternate routes, etc.



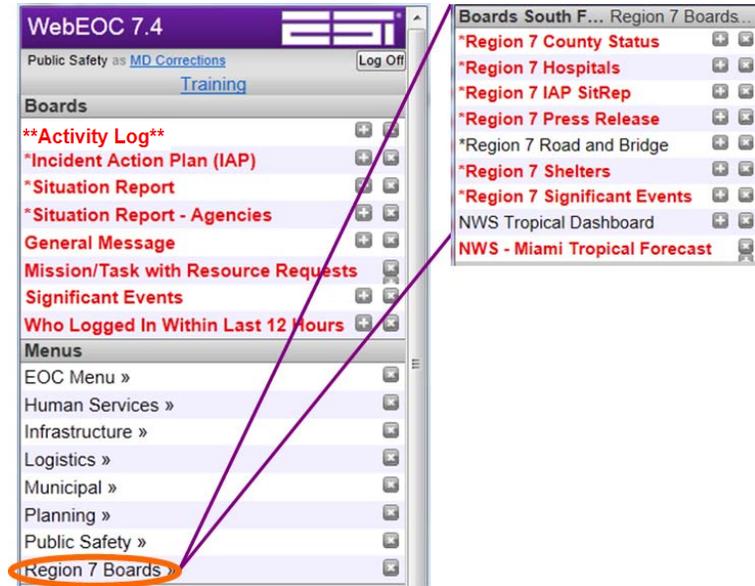
The Public Safety Status board includes information regarding public safety issues such as evacuation orders, areas evacuated, curfews in effect, etc.



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## Region 7 Boards Sub-Menu

The Region 7 Boards Sub-Menu allows you to view information shared from Region 7.



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## 12. Plugins

Additional reference material will be made available to WebEOC® users under the Plugins section.

Click on File Library link.



Click on the item of interest for more information.

| Folder List |                             |
|-------------|-----------------------------|
|             | Name                        |
| 1           | 2012 Hurricane Related Maps |
| 2           | CEMP - Volume I             |
| 3           | CEMP - Volume II            |
| 4           | CEMP - Volume III           |
| 5           | Sitrep Flow Worksheet       |

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## 13. Links

Preset website links have been added to WebEOC for users to have easy access.



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